The Revise Offering Form is used to submit credit hours, summer subsession, and Time & Location changes to via workflow.

1) After adding a course section, click view link for the desired section.

2) This link goes to the Summary screen for the selected section.
   - Select Revise Offering Form from the drop down list, or click either Credit Hours, Time/Location or one of the off-cycle links (if visible).
3) Complete the necessary fields.
4) Click **Submit to Workflow**.

You will receive the following message.